

COMMUNITY AND ECONOMIC DEVELOPMENT MANAGER

Position Code:

WC Code:

FLSA Status: Exempt

Pay Grade: 357

Location: Planning and Community Development

Approval Date: 2016

General Statement of Duties

Performs difficult administrative and management work directing, planning, analyzing, and coordinating community and economic development programs.

Distinguishing Features of the Class

An employee in this class manages staff and administers the Town's economic and community development programs. The employee will oversee a variety of activities designed to create, retain, and encourage business growth and enhance quality of life through the development, analysis, promotion, and support of economic and community development programs. This includes, but not limited to, developing, administering, and monitoring all Federal, State, and local contracts, agreements, and grants related to housing, economic development, and redevelopment initiatives. The employee represents the Town to a wide variety of citizens, developers, state and federal regulatory officials, etc. The employee must be able to exercise considerable independence, initiative, and judgment in planning and coordinating community and economic development programs under general administrative direction. Work is supervised and directed by the Planning and Community Development Director and is evaluated based on conferences and review of assignments.

Duties and Responsibilities

Directs and/or assists in the overall planning, development, and administration of community and economic development programs for the assigned area of responsibility.

Plans, directs, and evaluates public relations activities designed to promote and create awareness of programs, services, and/or financial assistance.

Negotiates, secures, and administers contracts, grants, and cooperative agreements with federal, state, local, community, and private business organizations; including all Community Development Grant funds and other local housing programs.

Directs and/or assists subordinate personnel in developing and managing policies and/or programs in the assigned area of responsibility; reviews programs to ensure compliance with laws, regulations, and policies.

Develops and maintains all financial records and data associated with any and all assigned programs in accordance with Town or applicable policies and shall provide reports relative to such records.

Participates in directing the development and implementation of departmental planning issues; conducts investigations and institutes special studies to evaluate new and existing organizations, policies, procedures, and practices.

Markets the Town and aggressively recruits business prospects and economic opportunities through development and distribution of marketing materials, attendance at trade shows, social media and other means.

Leading role with representing the Town in work with partner organizations such as the Mooresville South Iredell Economic Development Corporation, Mooresville-South Iredell Chamber of Commerce, Mooresville Convention and Visitors Bureau, Mooresville Downtown Commission, North Carolina Department of Commerce, and the Mooresville-area real estate community.

Manages maintenance of critical information desired by development prospects such as economic data, land/structure availability, demographic data, and general market information in a readily accessible manner, including availability on the Town's web site.

Assists in the Town's downtown revitalization efforts; including public infrastructure projects, housing, and business development.

Participates in developing, implementing, and/or interpreting new or revised program, departmental, or legislative initiatives.

Participates in conferences, training sessions, and meetings relating to community or economic development.

Provides technical assistance and serves as an advocate for businesses and communities to identify and resolve economic development impediments.

Performs other related work as assigned.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Strong knowledge of real estate fundamentals, marketing, and business recruitment/retention;

Strong knowledge of public/private financing tools, including TIF, TIG, and other similar financing programs;

Strong knowledge of grant writing and grants management; especially for local community development programs;

Strong knowledge of local, State, and Federal community development programs and how to leverage these programs with private opportunities and partners;

Skill in the use of a computer, including proficiency in MS Word, Excel, and PowerPoint applications;

Must possess exceptional negotiation and public relation skills;

Ability to communicate ideas clearly and concisely, both orally and in writing and to respond to inquiries, complaints, and requests for service in a fair and tactful manner;

Ability to establish and maintain cooperative and effective working relationships with City officials and employees, officials of other community agencies, and the public;

Ability to work independently and exercise good judgment;

Ability to plan, supervise, and coordinate the work of others.

Physical Requirements

Must be able to physically perform the basic life operational functions of standing, fingering, talking and hearing.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

Must possess the visual acuity to examine and work with maps, charts, and detailed materials, to operate a computer, produce coherent reports, do extensive reading, review plans, and use measurement devices.

Minimum Education and Experience

A Bachelor's degree from an accredited college or university with major coursework in one or a combination of the following: Business or Public Administration, Marketing, Finance, Community or Economic Development, Urban Planning, Economics, or a closely related field, and five to seven years of professional experience in community or economic development, marketing, business, community planning, business management, tourism, housing, loan or grant administration, and/or tax incentives administration, or a an equivalent combination of education and experience.

Master's degree preferred.

Special Requirements

Possession of a valid North Carolina driver's license.